

SURINAME

PUBLIC SECTOR MANAGEMENT STRENGTHENING PROGRAM

Sector: Consultants

IMPROVEMENT OF LEGAL FRAMEWORK, DEVELOPMENT AND IMPLEMENTATION OF MODERN AND EFFICIENT OPERATIONAL PROCEDURES

IDB Loan No. 1547/OC-SU

Invitation for Bids

The Government of Suriname (GOS) is undertaking a process to reform and strengthen its public sector management. In parallel to developing a Roadmap for Public Sector Reform, which will layout a mid- to long-term comprehensive work plan for a progressive and coherent reform for the GOS, the Inter-American Development Bank has approved financing of the Public Sector Management Strengthening Program. The project is being executed through the Program Coordinating Unit under the Ministry of Home Affairs.

Type of Consultancy: International consulting firm with expertise in the field of civil registration, institutional and organizational assessment, organizational management of civil registry systems and designing Management Information Systems

Procurement Package No. 3: "Engagement of a consulting firm to assist Civil Registry in the improvement of the legal framework and development and implementation of modern and efficient operational procedures"

The Program Coordinating Unit seeks the services of a consulting firm to provide the following services:

- Analyze and update the current Civil Registry regulatory framework
- Define and develop a Document Management Tool with the corresponding classifiers, codes, formats, storage, retrieval and issuing standards and management manuals
- Improve Civil Registry operations procedures and develop a Civil Registry Procedures Manual for all services performed and a simplified version that will assist citizens seeking for civil registry services
- Train Civil Registry staff accordingly
- Develop detailed terms of reference for an automated Management Information System for the Civil Registry

Interested consulting firms may register and obtain the bidding documents against the cost of US\$ 50, to be deposited to the account of the Public Sector Management Strengthening Program at the Central Bank of Suriname (Account No. 32.46.16) before 10 October 2007. (There will be no restitution.) Consulting firms should attach their scanned payment receipt when registering at the e-mail address of the Program Coordinating Unit. By return mail the bidding documents will be sent to the e-mail address indicated by the consulting firm.

Only consulting firms registered at the purchasing of the bidding documents will be considered.

Offers should be submitted by 1430 hours on 31 October 2007 at the latest.

Public Sector Management Strengthening Program
Program Coordinating Unit
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